

Position: Staff Physical Therapist II  
Department: Black Hawk Health Center/Wellness Center  
Supervisor: Medical Director  
Supervises: Physical therapy students, physical therapy assistants & volunteers  
FLSA Status: Exempt

**Position Summary:**

This position is located within the Black Hawk Health Center with the duty station at the Sac and Fox Nation Wellness Center. The purpose of this position is to provide overall direction, utilization, supervision, instruction and evaluation of professional and supportive staff. Responsible for the professional physical therapy services to Native American patients.

**Duties and Responsibilities:**

- Assists in the Sac and Fox Nation Wellness Center activities by organizing the Wellness Center to receive patients, assuring that adequate and appropriate supplies, equipment, instruments, and common use materials are available.
- Supervises the activities of their area of the department/facility to include patient scheduling for treatment and evaluations, and the use of physical therapy assistants, technicians, physical therapy students, or volunteers.
- Participates in continuing education opportunities, meetings and workshops provided to keep abreast of new techniques and trends in the field of physical therapy to enhance professional growth and development.
- Actively involved in various committees, i.e. departmental meetings, department head, and discharge planning.
- Participates directly in the care of patients performing functions that are required for patient care and by clinic referrals.
- Treats all patients of all ages, race, creed, gender and disability without bias, prejudice and with respect and maintain a cooperative attitude with other employees to facilitate quality patient care. Work involves counseling, teaching, and coordination of health services.
- Responsible for maintaining inventory of materials and supplies for their area of the department.
- Responsible for the evaluation of all patients referred for physical therapy or other services offered by department. Elicits and records clinical history from the patient. Also responsible for completion and submission of all reports pertaining to evaluation. Available for conference with person(s) most closely associated with the active management of the patient and keep them informed of any additional patient needs, treatment modification and/or progress. Provide for the full range of assessment of needs, planning for care, teaching and performance of routine procedures for patients. Requires integrating and interpreting findings on the basis of general medical knowledge and exercising a degree of independent judgments in caring for patients.
- Must practice physical therapy consistent with the American Physical Therapy Association Code of Ethics and Standards of Practice and Standards of Practice Policy of the Sac and Fox Nation Health System.

- Must maintain a patient treatment schedule consistent with the needs of the department/facility. Within scope of training, prescribes treatment therapy and/or direct nurses and non-professional health personnel in carrying out appropriate therapy.
- Must respect and understand patient's right to treatment and right to be involved in treatment decisions. Instructs and counsels patients regarding matters pertaining to their physical management of their conditions and the application of physical therapy modalities.
- Must practice ethical responsibility based on the cultural, ethnic and religious beliefs of the patients served and applicable law.
- Responsible for the preparation and submission of department/facility reports, assuring confidentiality of all records to include evaluation reports/summaries, discharge reports/summaries, progress reports to referring physicians and agencies, current progress notes on all patients within their area, special reports as requested by the manager, and daily attendance reports and summaries of same.
- Available to give talks to community groups as requested and maintain good public relations with all community sources.
- Works within the framework of established guidelines delineated by the medical staff that includes protocols of care and standing orders, but is self-directed. Uses independent judgment in interpreting and adopting guidelines to fit the condition of the patients.
- Assists in recruitment of applicants for positions and orientates new personnel to area/department/facility. Evaluates and reports at regular intervals the work of other employees or volunteers within their area of the department/facility.
- Assists the physician in providing services to patients requiring continuing care, including the review of treatment and therapy plans such as home care, nursing home, or skilled extended care facilities, etc. Assist and/or facilitates the referral of patients to the appropriate health facilities, agencies and resources in the community.
- Actively involved in Performance Improvement of procedures and organization of the department/facility.
- Assists the clinic director/medical director in planning of any new programs to be developed with the department/facility.
- Must keep current and adhere to the Sac and Fox Nation/Black Hawk Health Center policies and procedures as enumerated in the policy and procedure manual. Assist with the revision of any procedures within the department/facility personnel as necessary.
- Actively participates and adhere to all policies and procedures as enumerated in the Risk Management Program.
- Responsible for interpreting and carrying out the prescription of the physician; good public relations; protection of the confidential data; economic use of time, equipment, supplies; safety and welfare of patients and other employees. A high degree of accuracy is required in carrying out prescriptions, in receiving and translating information, and in charting and reporting. Recognizes and evaluates situations which call for medical procedures or may require a physician to treat the condition.
- Perform other duties as assigned.

### **Knowledge, Skills, and Abilities:**

- Must have good physical stamina in this department/facility; fairly strong, energetic, much walking, standing, writing, stooping, carrying, talking, seeing, bending handling, color vision, speed healthy back is necessary; able to be on feet most of the day.
- Must have coordination of sight and body movements in various applications of procedures, techniques of assisting and handling patients, ability to handle tools and machines of the profession.
- May be exposed to muscular strain in supporting, lifting and assisting patients. Conditions of work may involve exposure to infectious communicable diseases and on the job injuries. The work may include a certain amount of exposure to hostile and/or emotionally disturbed patients, families and visitors. Must be aware of all risks involved and be willing to take precautions as requested and required.
- Must be able to work independently with little or no supervision.
- Must possess a minimal understanding of special populations, including sensitivity to the Native American Culture.
- Must be thoughtful of others, gentle, courteous, patient, neat, well groomed, healthy, friendly, above average intelligence, good memory, tactful and act in a manner to command respect of co-workers and all other personnel. An optimistic attitude, patience and tolerance will create a more pleasant work environment.
- Should have ability to organize his/her time in order to treat the maximum number of patients within the allotted working day.
- Able to motivate others.
- Have initiative and good judgment, flexibility, enthusiasm and thoroughness.
- Ability to conduct self with professional dignity and be pleasant at all times and tactful.
- Must know the principles and practice of Physical Therapy and be familiar with the American Physical Therapy Association Code of Ethics.
- Important attributes of any employee of the Sac and Fox Nation, along with official performance of duties, are personal appearance and public relations. Each employee is expected to make every effort to be well informed about the Sac and Fox Nation and the over all health program.

### **Education and Experience:**

- Masters or bachelors degree in Physical Therapy and is registered and licensed as a physical therapist in the state of Oklahoma
- Two (2) years clinical experience preferred

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Employee's Signature

Date

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Supervisor's Signature

Date